

SIGN COPY: _____ SIGN ADDRESS: _____

CITY OF CARMEL/CLAY TOWNSHIP, HAMILTON COUNTY, INDIANA
SIGN PERMIT APPLICATION

DATE RECEIVED:

PERMIT NUMBER:

REQUIRED MATERIALS: (Please submit **TWO** copies of the required materials)

- * COMPLETED APPLICATION
- * SITE PLAN (depicting all dimensions, setbacks and proposed sign location)
- * SIGN ELEVATIONS (depicting all dimensions, copy and color)
- * BUILDING OR TENANT SPACE ELEVATION
(depicting frontage dimensions and proposed sign location)
- * LANDSCAPE PLAN: **Required** for ground signs
(depicting the planting, mature heights and caliper)
- * See Samples Attached

SIGN PERMIT FEES: (Please do **NOT** submit check until permit has been issued)

- * PERMIT APPLICATION: **\$88.50**
- * SIGN ERECTION: **\$35.50** PER SIGN FACE PLUS **\$1.85** PER SQUARE FOOT
- * REPLACEMENT OF SIGN FACE IN AN EXISTING CABINET:
\$35.50 PLUS **\$1.85** PER SQUARE FOOT

NAME OF BUSINESS: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PROPERTY OWNER: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ZONING DISTRICT: _____ OVERLAY ZONE: 31 _____ 421 _____ 431 _____ Carmel Dr./Rangeline Rd. _____ Old Town: _____

PARCEL ID #: _ _ - _ _ - _ _ - _ _ - _ _ - _ _ . _ _ - _ _

REQUIRED APPROVALS: P.C. Docket # _____ BZA Docket # _____

Improvement Location Permit # _____

SIGN STATUS: NEW EXISTING PERMANENT TEMPORARY

SIGN TYPE: WALL GROUND ROOF PROJECTING SUSPENDED PORCH WINDOW BANNER OTHER

OVERALL SIGN HEIGHT FROM GROUND: _____ FT. OVERALL SIGN DIMENSIONS: _____ FT. x _____ FT.

TOTAL SIGN AREA: Requested _____ SQ.FT. PERMISSIBLE: _____ SQ.FT. NUMBER OF SIDES: _____

BUILDING OR TENANT SPACE FRONTAGE DIMENSION: _____ FT. COLORS: _____

SETBACK OF SIGN FROM NEAREST RIGHT-OF-WAY: _____ FT. BUILDING TYPE: _____

LOGO DIMENSIONS: _____ FT. x _____ FT. = _____ SQ. FT. LOGO PERCENT OF SIGN AREA: _____

ARE THERE ANY EXISTING SIGNS ON THIS SITE? IF YES, PLEASE EXPLAIN: _____

SHOPPING CENTER OR COMPLEX NAME: _____

THE UNDERSIGNED CERTIFIES THAT THE FOREGOING SIGNATURES, STATEMENTS AND ANSWERS HEREIN CONTAINED AND THE INFORMATION HEREWITH SUBMITTED ARE IN ALL RESPECTS TRUE AND CORRECT, AND THIS SIGN WILL BE ERECTED AND MAINTAINED IN ACCORDANCE WITH ALL APPLICABLE LAWS OF THE STATE OF INDIANA, AND THE ZONING ORDINANCE OF CARMEL/CLAY TOWNSHIP, INDIANA AND ALL ACTS AMENDATORY THERETO, AND SHALL BE ERECTED WITHIN SIX (6) MONTHS OF THE DATE OF ISSUANCE OR THIS PERMIT IS NULL AND VOID.

FURTHER, THE UNDERSIGNED CERTIFIED BY SIGNING THIS APPLICATION THAT ALL REPRESENTATIVES OF THE DEPARTMENT OF COMMUNITY SERVICES ARE ADVISORY.

PROPERTY OWNER'S SIGNATURE

BUSINESS OWNER'S SIGNATURE

PROPERTY OWNER'S NAME (please print)

BUSINESS OWNER'S NAME (please print)

SIGN COMPANY: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

EMAIL ADDRESS: _____ **PHONE:** _____

THE FOLLOWING ITEMS ARE CONCERNS BY STAFF OR PRIOR COMMITMENTS THAT MUST BE ADHERED TO AS A CONDITION OF THE ISSUANCE OF THIS PERMIT (PLEASE INITIAL EACH ITEM INDIVIDUALLY):

- 1) x _____
- 2) x _____
- 3) x _____

_____ I CERTIFY THAT A PICTURE OF THIS SIGN WILL BE SUBMITTED TO THE DEPARTMENT OF COMMUNITY SERVICES WITHIN ONE (1) WEEK AFTER ERECTION OF THE SIGN.

-OR-

_____ I WOULD PREFER A \$119.00 INSPECTION FEE BE ADDED TO THE COST OF THIS PERMIT TO COVER THE COST OF THE STAFF OF THE DEPARTMENT OF COMMUNITY SERVICES TAKING THIS PICTURE.

SIGN PERMIT APPLICATION \$ _____

SIGN ERECTION \$ _____

INSPECTION FEE (Required if photography not provided) \$119.00 **OR** Photo will be provided

TOTAL FEE \$ _____

PERMIT ISSUED BY: _____ **FEE RECEIVED BY:** _____

RELEASED STAMP: _____ **PAID STAMP:** _____

25.07.01-04 Prohibited Signs.

The following types of signs are prohibited:

- a) Signs which contain statements, words, or pictures of an obscene, indecent, or immoral character, such as will offend public morals or decency.
- b) Signs which contain or are in imitation of an official traffic sign or signal or contain the words "stop", "slow", "caution", "danger", "warning" or similar words, unless permitted in another section of this Ordinance.
- c) Signs which are of a size, location, movement, content, coloring, or manner of illumination which may be confused with or construed as a traffic or street sign or signal.
- d) Signs which advertise an activity, business, project or service no longer conducted on the premises upon which the sign is located.
- e) Signs which move by design or have a major moving part.
- f) Signs consisting of banners, posters, pennants, ribbons, streamers, strings of light bulbs, spinners or similar devices, unless they are permitted specifically by other sections of this Ordinance.
- g) Signs which swing or otherwise noticeably move as a result of wind pressure because of the manner of their suspension or attachment and whose movement can be construed as dangerous by the Administrator.
- h) Signs which are located in such a manner as to obstruct the view of the intersection of a street or highway with a railroad crossing.
- i) Signs which are located upon, over, or in any street or highway right-of-way, except for official highway signs.
- j) Portable signs which are portable or moveable, except as permitted under provisions of this section.
- k) Signs which are established on trees, utility poles and fences.
- l) Signs which advertise goods, products, services or facilities or direct persons to a different location (or to a telephone number at a different location) from where the sign is installed. (Off-premise signs require a Developmental Standards Variance from the Board.)
- m) Suspended Signs and Projecting Signs, except in Old Town Carmel.
- n) Signs which are not included under the types of signs permitted in this Ordinance.
- o) Lighter than air advertising devices.
- p) Roof Signs on residences which have been converted to office, business and/or manufacturing uses.
- q) It shall be prohibited to park or use a vehicle in such a way as to function as a sign, defined to include the parking of any vehicle, trailer or similar movable structure containing or supporting any signage between the right-of-way line and any public street and forward of the Front Line of Building of the Principal Building, with the exception of:
 - (i) Vehicles actively involved in construction on or serving of the site;
 - (ii) Vehicles delivering products to the site in designated loading areas;
 - (iii) Vehicles parked in designated truck parking areas of a development that have been screened from or are not generally visible from the public right-of-way;
 - (iv) Passenger vehicles, pick-up trucks, and vans of a size that can fully fit within a standard parking space, containing signs painted on or permanently affixed on the doors or integral body panels that do not exceed sixteen (16) square feet in area.

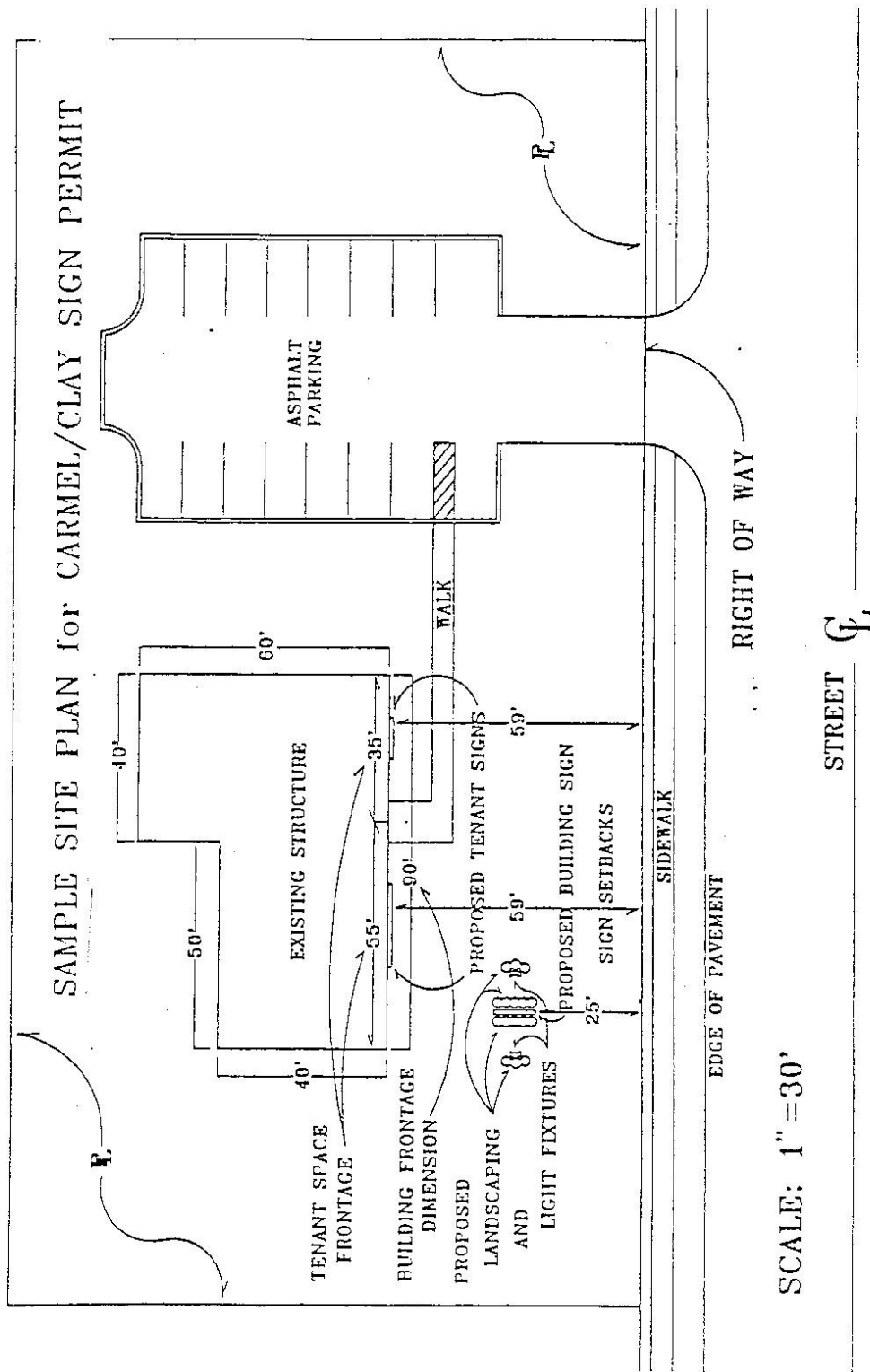
Sign Chart A: Non-Freeway²⁰

SINGLE TENANT & MULTI-TENANT BUILDINGS (Ground Floor & Multi-Level)

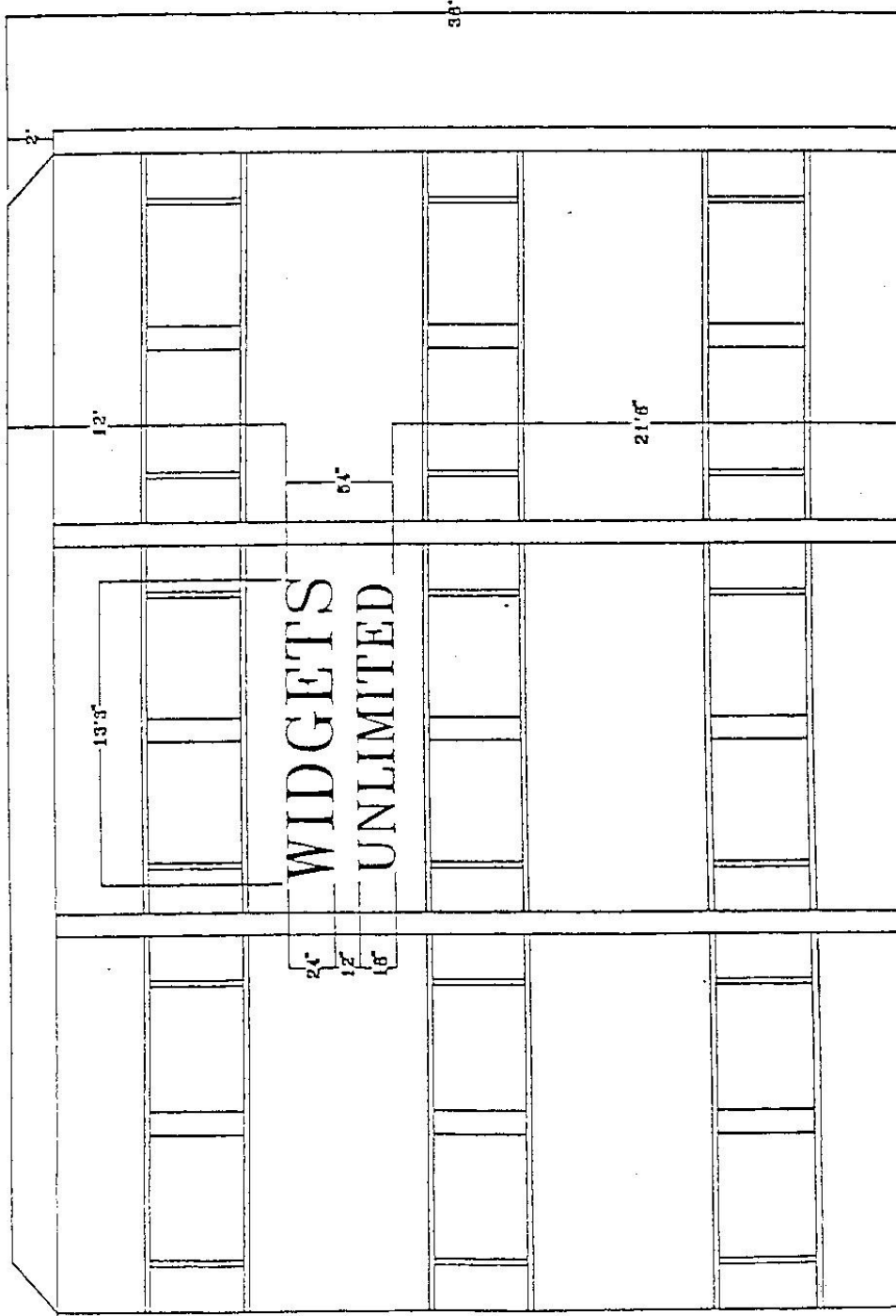
Distance of Sign from Street Right-of-Way* (minimum of 5 feet)	Building Frontage (Tenant Unit)	Maximum Sign Area	Maximum Height of Ground Sign
5 – 50 feet	under 50 feet	30 sq. ft.	6 feet
	51 - 100 feet	45 sq. ft.	6 feet
	101 - 150 feet	60 sq. ft.	6 feet
	151 - 300 feet	75 sq. ft.	6 feet
51-100 feet	under 50 feet	35 sq. ft.	6 feet
	51 -100 feet	60 sq. ft.	6 feet
	101 - 150 feet	80 sq. ft.	6 feet
	151 -300 feet	95 sq. ft.	6 feet
101 – 300 feet	under 50 feet	40 sq. ft.	6 feet
	51 - 100 feet	75 sq. ft.	6 feet
	101 - 150 feet	90 sq. ft.	6 feet
	151 - 300 feet	105 sq. ft.	6 feet
Over 300 feet	under 50 feet	50 sq. ft.	7 feet
	50 - 100 feet	90 sq. ft.	7 feet
	101 - 100 feet	100 sq. ft.	7 feet
	151 - 300 feet	115 sq. ft.	7 feet
	300 + feet	150 sq. ft.	7 feet

* Street Right-of-Way, as designated in the Thoroughfare Plan.

SAMPLE SITE PLAN for CARMEL/CLAY SIGN PERMIT



Example



EAST ELEVATION

SCALE: 5/32" = 1'

U-110 PAN CHANNEL IND. ILLUM. LETTERS

SAMPLE BUILDING
ELEVATION for
CARMEL/CLAY
SIGN PERMIT

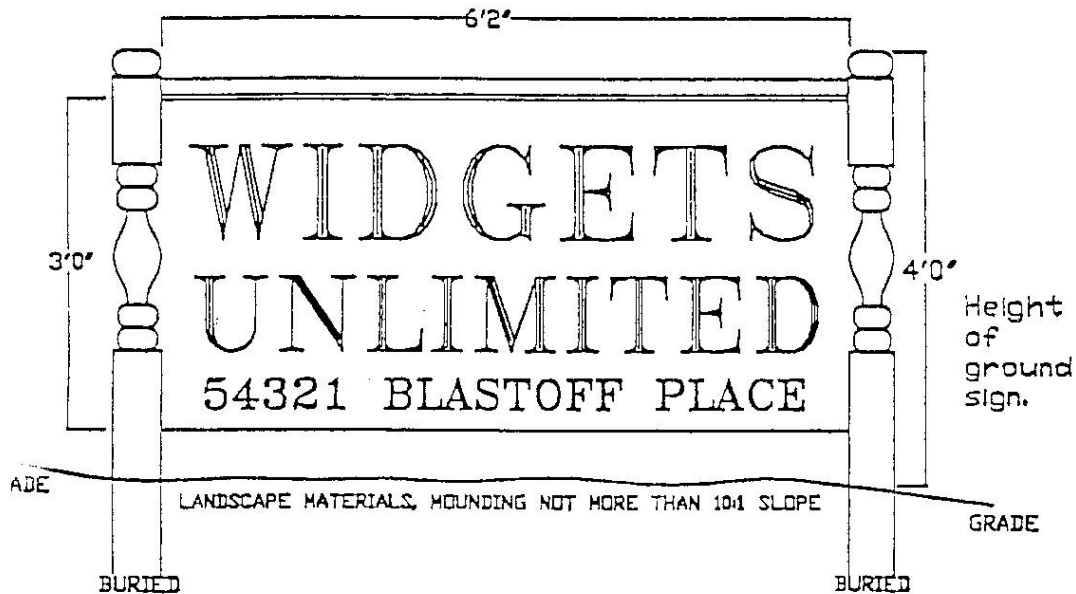
Sample

SAMPLE SIGN ELEVATION for CARMEL/CLAY SIGN PERMIT

COLORS: White background, lettering
white and red as shown

LIGHTED: Two shielded spots
(one on each side)
Installed at ground level,
directed on center of sign.
(dusk to midnight)

Example



SIGN: Will be constructed of- 5" square porch posts
3/4" crezon (marine plywood)
professionally painted

.85 sq. ft. (sign area)= 3' X 6'2"

LANDSCAPING will consist of 8-10 carpet junipers
(landscape equal to sign area)

SCALE: 3/4" = 1'